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STATE DOCUMENTS

CONTROLLER'S REPORT
TO THE GOVERNOR

1961 — 1962

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OFFICE OF STATE CONTROLLER
AND
EX-OFFICIO PURCHASING AGENT
HELENA

November 30, 1962

Honorable Tim Babcock, Governor
State of Montana
State Capitol Building
Helena, Montana

Dear Governor Babcock:

In accordance with the requirements of Section 82-111b of the Revised Codes of Montana, 1947, submitted herewith is a copy of the Controller's Report.

The Controller's Office has three distinct divisions and each is reported separately along with comments on recommendations. This Report has been kept as brief as possible, yet hoping to cover the operation of this office.

Respectfully submitted,

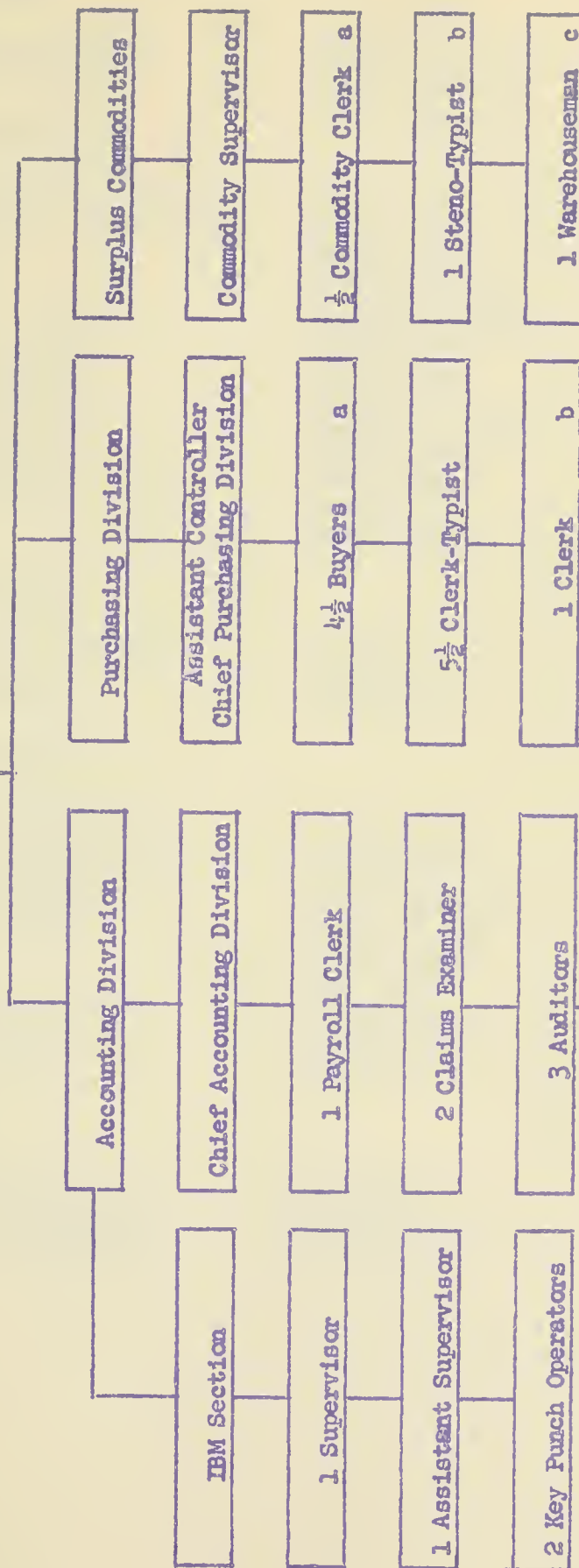
A handwritten signature in cursive script, reading "Walter Anderson".

Walter Anderson
State Controller

WA/jp

Attachments

STATE CONTROLLER



a. Time Divided-Purchasing and Commodity

b. Receptionist - Mail - Phone - Filing

c. Part time-Warm Springs Warehouse

<u>TITLE</u>	<u>NAME</u>	<u>SALARY (12-17-62)</u>
STATE CONTROLLER	Walter Anderson	\$7000.00
Steno-Typist	Janet Peterson	3600.00
<u>Purchasing Division</u>		
Assistant Controller and Chief of Purchasing	Frank Francis	7800.00
Buyer	Elmer Speer	6600.00
Buyer	H. F. Weggenman	6300.00
Buyer	Elizabeth Graham	4500.00
Buyer - $\frac{1}{2}$ time	Luther Glenn	2700.00
Clerk Typist	Ruby Shorow	3600.00
Clerk Typist	Daisey Hill	3600.00
Clerk Typist	Rose Mary Rougle	3600.00
Clerk Typist	Karen Hubing	3000.00
Clerk Typist	Palma Gibbs	3000.00
Clerk Typist - $\frac{1}{2}$ time	Mavis Dick	1500.00
Clerk	Eleanor Blain	3300.00
<u>Surplus Commodity</u>		
Commodity Supervisor	Joe Buley	6600.00
Commodity Clerk - $\frac{1}{2}$ time	Luther Glenn	2700.00
Warehouseman	Fred Smith	1200.00
<u>Accounting Division</u>		
Chief of Accounting	Ed Reuterishl	8100.00
Payroll Clerk	George Sheeler	3900.00
Chief Claims Examiner	Ann Alford	4500.00
Claims Examiner	Aileen McMillian	3300.00
Chief Auditor	Pauline Linton	4200.00
Auditor	Bernice Brake	3600.00
Auditor	Hazel Baker	3000.00
Chief Code Clerk	Pat Horning	3600.00
Code Clerk	Dorothy McCarty	3600.00
Clerk Typist	Nell Hurst	3300.00
<u>IBM Section</u>		
Supervisor	Pat Kelleher	6900.00
Assistant Supervisor	Urban Sturn	4800.00
Key Punch Operator	Donalds Murfitt	3600.00
Key Punch Operator	Mary Ottman	3600.00

CONTROLLER'S OFFICE

EXPENDITURES

	Admin.	Acctg.	1960 - 61 Fshsg.	Commod.	Total
Salaries	7,817	63,344	37,249	15,125	123,535
Industrial Accident Insurance	13	95	56	23	187
P. E. R. S.	258	2,090	1,178	499	4,025
Social Security	232	1,694	997	398	3,321
Postage			5,197		5,197
Stationery & Printed Forms		3,827	4,664	167	8,658
Other Office Supplies & Expenses	178	2,561	1,863	5	4,607
Telephone & Telegraph	107	310	493	160	1,070
Travel - In-State	1,087	2,936	399	918	5,340
Out-of-State	910				910
Legal Advertising			141		141
Subscriptions & Periodicals			158		158
Association Dues	50				50
Freight		39			39
Official Bonds	473				473
Machine Rental		13,863			13,863
Mtce. Service		396	305	87	788
Capital - Furniture	236	150	282	24	692
Office Equipment	<u> </u>	<u>516</u>	<u>507</u>	<u>400</u>	<u>1,423</u>
T O T A L	11,361	91,821	53,489	17,806	174,477

CONTROLLER'S OFFICE

EXPENDITURES

	Admin.	Acctg.	1961 - 62 Psbsy.	Commd.	Total
Salaries	7,000	65,254	48,941	11,162	132,357
Industrial Accident Insurance	49	34	24	48	155
P. E. R. S.	231	2,153	1,596	368	4,348
Social Security	210	1,760	1,273	288	3,531
Postage			227		227
Stationery & Printed Forms	4	3,107	4,761	27	7,899
Other Office Supplies & Expenses		950	961	35	1,946
Telephone & Telegraph	104	335	535	162	1,136
Travel - In-State	1,165		116	1,691	2,972
Out-of-State	369			230	599
Legal Advertising			295		295
Subscriptions & Periodicals			181		181
Association Dues					
Freight		43	20		63
Official Bonds					
Machine Rental		14,076			14,076
Mtce. Service		440	419	47	906
Capital - Furniture	52			25	77
Office Equipment	<u> </u>	<u>172</u>	<u>232</u>	<u> </u>	<u>404</u>
T O T A L	9,184	88,324	59,581	14,083	171,172

CONTROLLER--PURCHASING DEPARTMENT

DEPARTMENT & INSTITUTIONS	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Abstractors Board		R-1	C-1		R-1	C-1		1.10	46.35
Accountancy Board	R-6	R-7	R-6		R-8	R-6	22.80	109.30	22.80
Adjusted Compensation	C-12 R-6(18)	C-5 R-4(9)	C-3 R-3(6)		C-6 R-4(10)	C-3 R-4(7)	1,995.68	257.24	75.06
Adjutant General	C-65 R-199(264)	C-66 R-183(249)	C-54 R-194(248)		C-393 R-352(745)	C-466 R-285(751)	127,495.24	124,471.67	131,858.72
Aeronautics Commission	C-61 R-85(146)	C-78 R-98(176)	C-73 R-128(201)		C-267 R-95(362)	C-254 R-144(398)	22,507.01	58,801.92	69,788.53
Agriculture	C-191 R-177(368)	C-194 R-187(381)	C-150 R-110(260)		C-547 R-279(826)	C-454 R-147(601)	77,114.85	72,248.56	49,498.93
Apprenticeship Council	C-3 R-14(17)	C-4 R-13(17)	C-2 R-2(4)		C-4 R-20(24)	C-2	2,555.98	2,485.43	202.10
Architectural Exam	None	R-4	R-1		R-4	R-1	None	395.50	8.35
Athletic Commission	R-2	C-1 R-5(6)	None		C-1 R-5(6)	None	311.50	139.33	None
Attorney General	C-18 R-7(25)	C-21 R-27(48)	C-13 R-12(25)		C-36 R-46(82)	C-25 R-17(42)	5,334.88	11,708.41	3,688.02
Auditor	C-22 R-45(67)	C-18 R-67(85)	C-19 R-48(67)		C-85 R-65(150)	C-77 R-53(130)	11,441.76	25,214.23	26,404.32
Bureau of Identification	None	None	None		None	None	111.55	Included in Prison	None
Capital Custodian	C-47 R-45(92)	C-50 R-40(90)	C-42 R-32(74)		C-167 R-41(208)	C-157 R-41(198)	62,186.83	70,856.62	67,344.66

DEPARTMENTS & INSTITUTIONS	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Childrens Center	C-127 R-120(247)	C-83 R-114(197)	C-89 R-154(243)	C-591 R-190(781)	C-327 R-180(507)	C-375 R-197(572)	154,337.67	131,540.83	148,555.03
Chiropractic Exam.	C-1 R-2(3)	R-1(1)	R-5(5)	R-3(3)	R-1(1)	R-6(6)	167.41		575.79
Board of Cosmetologists			C-17 R-14(31)			C-26 R-21(47)			2,618.36
Civil Defense	C-13 R-4(17)	C-27 R-16(43)	C-81 R-15(96)	C-14 R-9(23)	C-26 R-18(44)	C-71 R-22(93)	1,793.61	18,493.15	24,647.72
Civil Eng. & Sur.	C-10 R-19(29)	C-9 R-21(30)	C-9 R-29(38)	C-12 R-20(32)	C-11 R-20(31)	C-14 R-23(37)	1,987.98	1,723.71	1,780.13
College	C-584 R-1289(1873)	C-580 R-1415(1995)	C-505 R-1152(1657)	C-3447 R-1451(4898)	C-3761 R-1824(5585)	C-2946 R-1373(4319)	1,118,166.39	1,132,453.18	1,032,919.93
Controller, State	C-10 R-58(68)	C-10 R-57(67)	C-12 R-52(64)	C-21 R-115(136)	C-31 R-113(144)	C-22 R-119(141)	20,675.84	36,081.12	21,290.99
Deaf & Blind	C-130 R-47(177)	C-149 R-59(208)	C-104 R-45(149)	C-214 R-61(275)	C-172 R-93(265)	C-179 R-74(253)	41,121.16	48,680.44	36,871.11
Director of Budget	C-18 R-8(26)	C-15 R-9(24)	C-16 R-7(23)	C-21 R-20(41)	C-31 R-11(42)	C-38 R-6(44)	2,591.11	13,942.14	1,328.77
Easterns College	C-260 R-360(620)	C-300 R-560(860)	C-160 R-304(464)	C-885 R-487(1372)	C-922 R-583(1505)	C-587 R-317(904)	253,314.96	323,562.96	316,435.30
Embalmers & Funeral Dir			C-1 R-2(3)			C-1 R-1(2)			3.35
Engineer	C-40 R-44(84)	C-42 R-46(88)	C-30 R-32(62)	C-91 R-29(120)	C-89 R-53(142)	C-76 R-34(110)	12,012.47	20,735.08	13,227.81
Entomologist	C-32 R-1(33)	C-30 R-12(42)	C-27 R-16(43)	C-129 R-1(130)	C-136 R-11(147)	C-111 R-12(123)	2,290.36	2,344.66	2,519.26
Equalization	C-47 R-113(160)	C-43 R-94(137)	C-30 R-79(109)	C-278 R-133(411)	C-312 R-123(435)	C-215 R-112(327)	68,960.54	98,517.58	67,748.92

DEPARTMENTS & INSTITUTIONS	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Examiners, Bank	C-26 R-60(86)	C-25 R-62(87)	C-15 R-26(41)	C-27 R-66(93)	C-25 R-66(91)	C-27 R-34(61)	10,906.67	10,142.25	3,051.12
Examiners, Board	C-21 R-39(60)	C-17 R-27(44)	C-11 R-26(37)	C-26 R-39(65)	C-15 R-57(72)	C-13 R-43(56)	6,175.79	8,383.85	4,157.84
Examiners, Engineering	R-23(23)	R-23(23)	R-13(13)	R-101(101)	R-66(66)	R-35(35)	2,065.20	1,248.50	682.40
Examiners, Barbers			R-12			R-12			562.99
Executive Secretary	C-6 R-40(46)	C-23 R-69(92)	C-15 R-21(36)	C-7 R-58(65)	C-30 R-75(105)	C-42 R-37(79)	3,417.86	7,277.36	2,385.14
Experiment Station	C-450 R-917(1367)	C-468 R-835(1303)	C-348 R-611(959)	C-2249 R-966(3215)	C-2313 R-804(3117)	C-1830 R-650(2480)	295,894.21	357,353.81	272,737.97
Extension Service	C-97 R-262(359)	C-87 R-220(307)	C-57 R-114(171)	C-428 R-327(755)	C-457 R-299(756)	C-396 R-159(555)	44,964.91	69,801.22	39,158.62
Fish & Game	C-609 R-1224(1833)	C-633 R-981(1614)	C-518 R-931(1449)	C-3444 R-1322(4766)	C-3422 R-1064(4486)	C-3044 R-998(4042)	710,020.99	568,255.53	631,275.73
Bd. of Food Distribution						C10 R-14(24)			1,921.27
Forest Department	C-372 R-153(525)	C-428 R-124(552)	C-180 R-113(293)	C-612 R-227(839)	C-763 R-251(1014)	C-540 R-156(696)	70,826.21	125,259.53	68,811.74
Gov's Mansion	C-13 R-44(57)	C-23 R-7(30)	C-21 R-8(29)	C-37 R-55(92)	C-52 R-8(60)	C-36 R-4(40)	15,727.54	4,695.80	2,313.44
Gov's Office	C-16 R-19(35)	C-19 R-28(47)	C-17 R-15(32)	C-14 R-24(38)	C-34 R-29(63)	C-21 R-14(35)	1,572.38	4,201.31	1,198.28
Grass Conservation	C-26 R-7(33)	C-24 R-4(28)	R-1(1)	C-73 R-8(81)	C-55 R-5(60)	R-2(2)	1,408.09	1,428.26	444.00
Hall Insurance	C-5 R-14(19)	C-5 R-14(19)	C-4 R-17(21)	C-6 R-20(26)	C-4 R-21(25)	C-3 R-20(23)	2,590.20	2,318.13	2,741.11

DEPARTMENTS & INSTITUTIONS	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Health, Board of	C-115 R-356(471)	C-109 R-339(448)	C-92 R-306(398)	C-439 R-446(885)	C-455 R-466(921)	C-427 R-388(815)	73,974.20	89,393.65	74,196.12
Highway Commission	C-1661 R-2003(3364)	C-1476 R-1963(3439)	C-1804 R-1870(3674)	C-6127 R-3719(9846)	C-6056 R-3485(9541)	C-6684 R-3554(10238)	3,628,248.61 3,807,136.00		3,771,347.90
Highway Patrol	C-382 R-191(573)	C-342 R-214(556)	C-323 R-223(546)	C-1387 R-272(1659)	C-1446 R-350(1796)	C-1332 R-258(1590)	292,486.13	428,470.64	335,416.04
Historical Society	C-130 R-34(164)	C-150 R-30(180)	C-115 R-17(132)	C-507 R-23(530)	C-536 R-27(563)	C-440 R-18(458)	84,836.48	84,306.55	87,958.81
Home for the Aged	C-67 R-79(146)	C-37 R-78(115)	C-39 R-71(110)	C-162 R-124(286)	C-114 R-171(285)	C-160 R-140(300)	45,918.42	57,711.44	62,480.62
Hospital	C-273 R-537(810)	C-271 R-438(709)	C-265 R-514(779)	C-1473 R-702(2175)	C-1625 R-657(2282)	C-1580 R-719(2299)	842,553.26	780,290.52	835,725.04
Indian Affairs	R-4(4)	R-23	C-9 R-16(25)	R-8(8)	R-18	C-7 R-18(25)	324.14	519.78	546.75
Industrial Accident	C-91 R-99(190)	C-80 R-91(171)	C-84 R-84(168)	C-393 R-94(487)	C-412 R-92(504)	C-407 R-88(495)	73,755.26	54,486.63	72,646.87
Industrial School	C-118 R-171(289)	C-126 R-125(251)	C-99 R-174(273)	C-552 R-291(843)	C-753 R-232(985)	C-592 R-247(839)	203,112.10	155,677.58	168,389.89
Labor & Industry	C-23 R-8(31)	C-28 R-11(39)	C-12 R-5(17)	C-47 R-11(58)	C-45 R-17(62)	C-23 R-7(30)	2,838.35	3,071.23	782.33
Land & Investments	C-18 R-24(42)	C-24 R-36(60)	C-22 R-26(48)	C-56 R-57(113)	C-53 R-51(104)	C-56 R-35(91)	7,911.79	7,726.86	6,215.26
Law Library	C-8 R-7(15)	C-20 R-7(27)	C-15 R-14(29)	C-50 R-9(59)	C-134 R-9(143)	C-119 R-13(132)	3,562.51	11,989.62	8,888.55
Legis. Assembly (house)		C-9 R-17(26)			C-15 R-24(39)		812.19	54,178.55	
Legis. Assembly (Senate)		C-4 R-17(21)			C-11 R-23(34)		812.20	41,994.50	

DEPARTMENTS & INSTITUTIONS	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Legis. Council	C-18 R-11(29)	C-31 R-29(60)	C-25 R-7(32)	C-77 R-13(90)	C-89 R-26(115)	C-62 R-7(69)	2,570.97	9,634.49	1,610.93
Library Extension	C-70 R-51-(121)	C-68 R-35(103)	C-69 R-40(109)	C-341 R-42(383)	C-345 R-37(382)	C-387 R-39(426)	63,546.67	54,748.57	50,505.06
Livestock Commission	C-51 R-54(105)	C-60 R-87(147)	C-45 R-48(93)	C-136 R-61(197)	C-293 R-149(442)	C-127 R-45(172)	24,597.67	54,429.30	15,563.42
Livestock San. Board	C-80 R-46(126)	C-71 R-57(128)	C-59 R-64(123)	C-269 R-77(346)	C-277 R-84(361)	C-309 R-82(391)	15,303.22	22,698.43	30,621.65
Medical Examiners	C-6 R-11(17)	C-4 R-13(17)	C-5 R-14(19)	C-7 R-17(24)	C-4 R-17(21)	C-6 R-20(26)	452.93	905.80	919.92
Milk Control Board	C-40 R-82(122)	C-14 R-67(81)	C-12 R-38(50)	C-50 R-202(252)	C-24 R-135(159)	C-31 R-101(132)	9,529.95	12,426.06	4,588.13
Mines, School of	C-163 R-286(449)	C-168 R-204(372)	C-142 R-179(321)	C-508 R-444(952)	C-419 R-418(837)	C-338 R-352(690)	184,295.63	154,596.30	110,503.38
Northern College	C-233 R-590(823)	C-223 R-549(772)	C-145 R-381(526)	C-515 R-930(1445)	C-875 R-603(1478)	C-710 R-440(1150)	204,566.37	237,596.09	187,933.62
Nurses Exam. Board	C-5 R-17(22)	C-1 R-16(17)	C-11 R-17(28)	C-6 R-26(32)	C-1 R-24(25)	C-15 R-26(41)	2,650.05	2,782.93	1,576.94
Oil Conservation	C-44 R-91(135)	C-15 R-123(138)	C-20 R-133(153)	C-60 R-210(270)	C-18 R-333(351)	C-27 R-303(330)	18,029.88	24,747.18	24,065.37
Bd of Optometry Exam			C-1 R-2(3)			C-1 R-2(3)			92.15
Osteopathic Ex., Board of			None			None			None
Pardons Board	C-16 R-12(28)	C-13 R-18(31)	C-11 R-10(21)	C-46 R-20(66)	C-32 R-31(63)	C-16 R-14(30)	6,566.49	4,952.79	3,196.37
P. B. X. Telephone	C-1 R-4(5)	C-2 R-8(10)	None R-5(5)	C-1 R-8(9)	C-2 R-11(13)	R-6(6)	294.07	392.36	87.59

DEPARTMENTS & INSTITUTION	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Pharmacy, Bd			None			None			None
Plumbers Exam. Board	C-3 R-9(12)	C-3 R-9(12)	C-1 R-5(6)	C-2 R-14(16)	C-3 R-15(18)	C-3 R-12(15)	1,965.40	597.69	381.59
Poultry Imp. Board	C-23 R-19(42)	C-19 R-14(33)	C-23 R-3(26)	C-46 R-27(73)	C-56 R-16(72)	None	3,457.13	2,133.55	None
Prison	C-259 R-400(659)	C-291 R-476(767)	C-261 R-413(674)	C-726 R-514(1240)	C-739 R-722(1461)	C-694 R-530(1224)	705,956.10	685,545.29	568,554.37
Pub. Emp. Retirement	C-21 R-28(49)	C-19 R-39(58)	C-27 R-47(74)	C-102 R-39(141)	C-90 R-47(137)	C-110 R-49(159)	8,730.80	7,622.23	6,526.38
P.E.R.S. (Soc. Sec.)	C-8 R-13(21)	C-10 R-10(20)	C-9 R-10(19)	(See P.E.R.S. Above)					
Public Welfare	C-29 R-140(169)	C-26 R-133(159)	C-19 R-87(106)	C-254 R-148(397)	C-240 R-132(372)	C-183 R-113(296)	35,123.93	48,008.04	29,364.03
Railroad Commission	C-29 R-25(54)	C-34 R-34(68)	C-34 R-38(72)	C-115 R-25(140)	C-123 R-41(164)	C-142 R-24(166)	9,841.34	15,615.35	10,216.79
Regis. Mtr. Vehicles	C-20 R-32(52)	C-33 R-57(90)	C-20 R-44(64)	C-53 R-54(107)	C-59 R-67(126)	C-63 R-52(115)	64,759.28	154,723.32	82,757.75
Sec. of State	C-12 R-39(51)	C-14 R-61(75)	C-7 R-32(39)	C-35 R-37(72)	C-40 R-61(101)	C-13 R-44(57)	19,415.25	22,395.99	44,490.03
Soil Conservation	C-2 R-2(4)	R-5(5)	C-4 R-2(6)	C-2 R-3(5)	R-8(8)	C-6 R-2(8)	99.53	455.00	263.36
Soldiers' Home	C-51 R-120(171)	C-44 R-65(109)	C-39 R-52(91)	C-357 R-104(461)	C-281 R-126(407)	C-257 R-76(333)	50,315.00	46,395.36	32,397.97
Supreme Court	C-29 R-28(57)	C-41 R-55(96)	C-31 R-27(58)	C-38 R-43(81)	C-60 R-66(126)	C-41 R-35(76)	8,324.07	17,048.88	4,393.39
Supt. Public Instruction	C-110 R-219(329)	C-115 R-258(373)	C-134 R-209(343)	C-590 R-311(901)	C-589 R-344(933)	C-758 R-246(1004)	70,782.85	113,549.93	112,165.47

DEPARTMENTS & INSTITUTIONS	REQUISITIONS			PURCHASE ORDERS			AMOUNT OF PURCHASES		
	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62	1959-60	1960-61	1961-62
Training School	C-152 R-183(335)	C-164 R-131(295)	C-142 R-131(273)	C-451 R-474(925)	C-748 R-251(999)	C-721 R-375(1096)	313,353.76	258,450.46	286,965.74
Treasurer	C-38 R-12(50)	C-15 R-22(37)	C-5 R-14(19)	C-48 R-18(66)	C-17 R-30(47)	C-7 R-27(34)	2,913.59	3,347.60	2,523.53
T. B. Sanitarium	C-170 R-217(387)	C-159 R-248(407)	C-128 R-169(297)	C-854 R-400(1254)	C-960 R-400(1360)	C-522 R-316(838)	280,543.90	275,189.28	175,741.46
Unemployment Comp. Comm.	C-96 R-239(335)	C-116 R-259(375)	C-117 R-335(452)	C-475 R-212(687)	C-557 R-303(860)	C-717 R-340(1057)	164,545.27	197,966.84	221,500.23
U.C.C. Merit System	C-2 R-30(32)	C-3 R-19(22)	C-2 R-15(17)	C-2 R-42(44)	C-4 R-30(34)	C-3 R-24(27)	3,639.99	3,143.57	2,318.25
University	C-402 R-625(1027)	C-425 R-758(1183)	C-440 R-742(1182)	C-2430 R-881(3311)	C-2658 R-1097(3755)	C-2353 R-924(3277)	1,121,399.24 791,986.93	1,174,240.16	
Veterinary Med. Exam., Bd of		C-1 R-1(2)			C-1			54.60	
Vet. Pio. Memorial Fund Comm.	None	R-2	R-1	None	R-3	R-2	None	6,921.44	268.58
Veterans' Welfare	C-16 R-26(42)	C-21 R-30(51)	C-17 R-38(55)	C-59 R-27(86)	C-71 R-37(108)	C-50 R-38(88)	11,535.63	13,436.77	11,455.69
Vocational Education	C-11 R-33(44)	(See Public Instruction)		C-18 R-65(83)			4,351.43		
Vocational Rehabilitation	C-29 R-38(67)	C-46 R-104(150)	C-53 R-98(151)	C-213 R-63(276)	C-333 R-117(450)	C-444 R-118(562)	29,175.23	66,124.99	83,598.83
Vocational School	C-50 R-131(181)	C-51 R-145(196)	C-47 R-118(165)	C-283 R-187(470)	C-353 R-235(588)	C-299 R-189(488)	56,796.26	65,663.79	57,590.22
Water Conserv. Board	C-82 R-168(250)	C-169 R-186(355)	C-91 R-116(207)	C-708 R-168(876)	C-686 R-197(883)	C-475 R-127(602)	108,306.73	98,179.15	61,936.74
Water Well Contractor Bd		C-1 R-8(9)				C-6 R-14(20)			1,028.89

DEPARTMENTS & INSTITUTIONS	REQUISITIONS		PURCHASE ORDERS		AMOUNT OF PURCHASES	
	1959-60	1960-61	1959-60	1960-61	1959-60	1960-61
Western College	C-80 R-76(156)	C-83 R-76(159)	C-96 R-196(292)	C-68 R-119(187)	C-80 R-100(180)	C-186 R-217(403)
					118,708.43	95,089.71
					128,924.92	
T O T A L	21,442	21,949	19,356	53,513	11,812,245.00	12,006,419.64
					12,830,997.03	

S U M M A R Y

	1956-57	1957-58	1958-59	1959-60	1960-61	1961-62
TOTAL BUSINESS	10,305,086.64	10,673,247.44	11,324,421.15	11,812,245.00	12,830,997.03	12,006,419.64
CONTROLLER'S EXPENSE	55,095.08*	51,957.02*	55,648.78*	146,104.92	174,476.85	171,172.44
EXPENSE/DOLLAR OF BUSINESS	0.00534	0.00486	0.00491	0.01279	.01461	.01511
REQUISITIONS RECEIVED	19,613	20,721	22,046	21,442	21,949	19,356
PURCHASE ORDERS ISSUED	44,731	50,512	53,913	53,513	55,905	49,981
AVE. AMOUNT OF EACH ORDER	230.37	211.30	210.05	220.73	229.51	240.21
NUMBER OF INSTITUTIONS	18	18	18	18	18	18
NUMBER OF DEPARTMENTS, BOARDS AND COMMISSIONS	73	65	76	68	70	78

* Expense of Purchasing Division only.

PURCHASING DEPARTMENT

The Purchasing Department employs eleven people and is headed by Mr. Frank Francis who is also Assistant State Controller. This department is primarily one of service for other state agencies, departments and institutions. The purchasing department has strived to improve its operations so that it can operate more efficiently and economically. A buying schedule has been developed whereby different categories are procured quarterly, semi-annually and annually. This keeps an even flow of work in the department; it is noted that there has been a reduction of requisitions received which also reflects on the number of purchase orders written.

Recommendations and Comments:

Mr. Francis is approaching retirement age and has done a commendable job through the years in purchasing for the State of Montana. His responsibilities have been the procurement of technical and semi-technical commodities such as drugs, medicines, printing, etc. It is going to be difficult to replace Mr. Francis because of his vast knowledge in purchasing, his ability to get his work out and faculty for getting along with the public, which in his case is dealing with all state agencies and with the trade in general. Purchasing has become a specialized field and since our people annually spend several millions of dollars in purchasing, it is imperative that we have competent people handling its affairs. It is my opinion that this office should start looking for an employee to replace Mr. Francis and when the proper individual is found that he should be employed.

For the past year we had hoped to develop a manual of purchasing procedures; such a manual would be very beneficial to all concerned. The work load and limited personnel has not permitted this to be done. In line with the above, should a replacement for Mr. Francis be employed, this would release Mr. Francis from his present duties and permit him to produce a manual, train the new employee and to perhaps rewrite and update our purchasing laws for presentation to the thirty-ninth legislative session. Our purchasing department is also in need of a specification manual which would also be very beneficial. Mr. Francis could also develop this for circulation to the various state agencies. The Controllers budget does not provide money for the additional employee mentioned above.

Space is a premium in the Capitol area and as a result of this the people in purchasing are working under adverse conditions. There is no semblance of privacy for our buyers which is often important in their work. Consideration should be given to the review of space and present working conditions not only in our department but in other departments. Perhaps with a small amount of re-arranging and shifting around, greater efficiency could be attained.

It is noted in the Examiners Comments in various reports that discounts have been lost in various amounts principally because claims were not expedited. Every effort has been made to correct this situation and I am sure that future reports by the Examiner will reveal the results of our actions.

The Examiner has also made mention that physical inventories at various institutions are not complete and that discrepancies exist between the inventory and the general ledger accounts. The writer has been aware of this situation since assuming the office of State Controller and has been working with the IBM people studying a program of property

control. The present inventory system is of little value in that many inventories are not up to date and there is no provision for property control.

It is my recommendation that a property control system be established and that complete inventories be taken and values be established on all property.

Further comments are made later in this report concerning excess or surplus state property relative to the construction of a warehouse.

ACCOUNTING DIVISION

Effective July 1, 1961, legislation (Chapter 81) providing for the removal of the duty of examining the books and accounts of the custodial institutions and University units from the State Controller was enacted by the 37th Session. Legislation (Chapter 97) was also enacted whereby the duties of pre-auditing and approving all liquidated claims and maintaining a salary schedule, formerly performed by the Board of Examiners, were charged to the State Controller.

Prior to the above date, the payroll of the Accounting Division numbered fourteen employees, four of these people operate our IBM machines. While the removal of the examining duty entailed the loss of two employees, I am pleased to inform you that, through a re-distribution of workload, it was necessary for us to add only two employees to perform the duties of pre-auditing claims and maintaining a salary schedule. Our payroll for the Accounting Division is, and has remained, fourteen employees.

During the three months prior to July 1, 1961, we began a program of re-educating the various State departments regarding the proper submission of claims for processing and payment, by issuing instructions, samples, and rules and regulations for submitting claims for payment.

During the 1961-62 fiscal year, we have processed approximately 200,000 transactions, consisting of 145,000 claims and journal vouchers, 50,000 purchase orders, and 5,000 official receipts. All claims have been pre-audited, in accordance with Section 82-109.2 of the Revised Codes of Montana, as to proper authorizing approval, mathematical and clerical accuracy, charged to proper account, availability of funds, and legality. Many of these claims were actually audited more than once due to not meeting all the above conditions which made it necessary to return them to

the submitting department for correction and re-submission.

Practices put into operation for the processing and approval of claims have resulted in a much smoother flow of work through this department, and a more uniform transmittal of such claims to the State Auditor for the writing of warrants. Several members of the State Auditor's staff have commented favorably on this fact. Consequently, this has made it possible for the State Auditor to deliver the warrants to the various departments in much less time than was previously required. This has all resulted in the vendor receiving payment much sooner after delivery than in the past, and has also resulted in the State receiving discounts which had not formerly been possible, in many cases.

In addition to the prescribed duties, we also prepare lists of warrants issued for Income Tax and Gasoline Tax Refunds for the State Auditor, and after these warrants have been cashed and returned, we run lists of outstanding warrants for the Auditor's records.

Briefly, the functions performed by the Accounting Division are as follows:

Assign numbers to all State Accounts, whether created by Leg-

islative appropriation or receipt of funds from other sources;

Maintain an accurate daily record of all State Accounts, in-

cluding all transactions affecting these various accounts,

consisting of:

Encumbrance of Purchase Orders

Pre-audit, approval and processing of liquidated claims

Posting of all receipts, investments, redemptions, principal

and interest payments, bonds sold, cancelled warrants,

corrections, transfers, etc.,

Maintain a schedule of all salaries paid to personnel of civil

executive State offices, not including temporary and hourly employees;

Provide each state department with a monthly report of the status of its accounts;

Supply statistics and financial data to the Budget Director, when requested;

Prescribe regulations for, and supervise, the use of Contingent Revolving Funds;

Collect and deposit in the General Fund the proportionate shares, of non-General Fund departments, of the cost of operating the State PRX Division, as provided by law.

Furnish information to, and assist, the Legislative Assembly as requested;

Prescribe and supervise, in conjunction with the State Examiner, a system of accounts and controls.

As the result of an arrangement between the State Auditor and the State Controller, upon the recommendation of the Budget Director, all State Warrants will be prepared on IBM equipment in the Accounting Division, effective December 1, 1962. However, beginning on November 1, 1962, a pilot project was put into operation whereby all Highway Department warrants were prepared on IBM equipment, thereby affording an opportunity of testing this arrangement for one month before its full utilization. The Highway Department, in preparing the groundwork for this pilot project, has been most co-operative. At a meeting on November 2, 1962, attended by representatives of all departments concerned, we were assured by all present that they would co-operate to the utmost. A preliminary survey revealed that the following would be necessary: two additional employees; one additional Key Punch Machine and one additional Verifier; replacement of some equipment with newer and larger models; and, additional punch cards, new forms, and

card warrants. The increased costs of the foregoing will be borne by the State Auditor. It is the opinion of all concerned that this is a big step in the right direction, and that it will not only produce a faster, more accurate method of writing warrants and eliminate a great amount of hand work, but offers future utilization of almost unlimited possibilities.

Recommendations:

Legislation be enacted by the 38th Session to correct the following:

Section 1 of Chapter 127, Laws of 1961 (82-1109) reads in part: "All claims against the state shall contain the following statement: 'I certify that this claim is correct and just in all respects, and that payment or credit has not been received.' Claims need not be verified by affidavit." The Compiler's note in the Revised Codes gives the following: "Section 1 of Chapter 127, Laws of 1961, purported to amend this section. However, since the section had been repealed by Section 32, Chapter 97, Laws of 1961, the attempted amendment was nugatory under the provisions of section 43-515." Therefore, the above certificate is no longer a part of the law. However, I believe that it should be written into the law, and that all claims should contain this certificate, and have made it a part of the rules and regulations of this department until such time as it can be re-enacted into law by the Legislature.

Section 2 (59-701) of the same chapter provides, in part: "...the trial balances of the accounts of such state office, department, bureau commission, institution, university unit, and agency shall be transmitted to the state controller....." Since all of the custodial institutions and university units, and most of the departments are examined by the State Examiner, the trial balances of those departments, institutions, university units, etc., should be transmitted to the State Examiner rather

the State Controller. At the present time, the departments, etc., transmit their trial balances to the Controller who, in turn, transmits them to the State Examiner, thereby causing an unnecessary delay.

DONATED FOOD PROGRAM

This facet of the Controllers Office employs one full time employee and two employees who divide their time with duties pertaining to purchasing. The Donated Food Program is supervised by Mr. Joe Buley, a copy of a report covering the 1961-62 fiscal year is a part of this report.

Warehousing has been a problem from time to time and will continue to be a problem under the present arrangement. The Commodities are stored in a building built principally for the use of the State Hospital resulting in over-crowded conditions much of the time. Refrigeration space is inadequate and has necessitated acquiring commercial storage to protect perishable items.

Recommendation:

The legislature should consider the construction of a warehouse possibly at the prison. Convict labor could be used to construct such a building and could also operate the warehouse upon completion. Such a building could be used as a central warehouse and could also be used for a clearing house for surplus or excess state property. Donated Foods could be warehoused. Convict labor could be used to repair and rehabilitate items that still have usefulness and value.



OFFICE OF STATE CONTROLLER
AND
EX-OFFICIO PURCHASING AGENT
HELENA

October 1, 1962

Mr. Walter Anderson
State Controller
Helena, Montana

Dear Mr. Anderson:

I am attaching hereto our annual report of Commodity Distribution covering the period July 1, 1961, through June 30, 1962. The report is prepared on three pages outlined as follows:

Page 1 - - Distribution by Commodity, by pounds, by value, as made to Welfare & Indians, Institutions and Summer Camps.

Page 2 - - Additional breakdown of distribution as to Indians, Other Welfare, State Institutions, Other Institutions, Summer Camps and numbers of persons served in each category.

Page 3 - - Costs of administering program.

It is worthy of note that 1,207,435 pounds of Commodities were issued in this period more than in the same period one year ago. This increase had a value of \$300,029.19. Also 23,272 more persons were served. At the same time costs were slightly reduced. This is largely accounted for by increases in efficiency and improvement of operational procedures.

The report is mimeographed to provide extra copies for the U.S. Department of Agriculture as well as all interested parties.

Respectfully submitted,

J. A. Buley
J. A. Buley
Commodity Supervisor

JAB/jp

ENCLOSURES

U. S. D. A. Donated Commodities -- Warehouse and Carload Distribution
Fiscal Year 1961 - 1962

	Welfare & Indians		Institutions		Summer Camps		Total	
	Pounds	Value	Pounds	Value	Pounds	Value	Pounds	Value
Butter	214744	150320.80	46720	32704.00	704	492.80	262168	183517.60
Lard	302928	63614.88	28944	6078.24	645	135.45	332517	69828.57
Dry Milk	434592	117339.84	31748	8571.96	698	188.46	467038	126100.26
Yellow Corn Meal	227300	13638.00	21150	1269.00	550	33.00	249000	14940.00
Flour, All Purpose	2013550	161084.00	134600	10768.00	2600	208.00	2150750	173060.00
Flour, Bread	176650	15015.25	161380	13717.30	-0-	-0-	338030	28732.55
Milled Rice 100# Bags	96900	8381.85	10129	876.16	371	32.09	107400	9290.10
Milled Rice 24/2# pkgs	252544	28537.47	4368	493.58	-0-	-0-	256912	29031.05
Dry Pea Beans, 100# Bags	-0-	-0-	35000	2905.00	-0-	-0-	35000	2905.00
Dry Pea Beans, 24/2" pkgs	149384	22407.60	-0-	-0-	-0-	-0-	149384	22407.60
Dry Pinto Beans, 100# Bags	-0-	-0-	100	8.10	-0-	-0-	100	8.10
Dry Pinto Beans, 24/2# pkgs	80016	12002.40	-0-	-0-	-0-	-0-	80016	12002.40
Rolled Oats	122076	20752.92	-0-	-0-	-0-	-0-	122076	20752.92
Rolled Wheat	73584	11037.60	4644	696.60	-0-	-0-	78228	11734.20
Dried Eggs	40167	56233.80	-0-	-0-	-0-	-0-	40167	56233.80
Peanut Butter	105888	39708.00	-0-	-0-	-0-	-0-	105888	39708.00
Pork & Gravy	70251	45171.39	-0-	-0-	-0-	-0-	70251	45171.39
Chopped Meat	448210	264443.90	-0-	-0-	-0-	-0-	448210	264443.90
Process Cheese	151080	67986.00	-0-	-0-	-0-	-0-	151080	67986.00
Natural Cheddar Cheese	9217	4055.48	-0-	-0-	-0-	-0-	9217	4055.48
Percentage of Totals	4969081	1,101,731.18	478783	78,087.94	5568	1,089.80	5453432	1,180,908.92
	91.1184%	93.2952%	8.7795%	6.6125%	.1021%	.0923%	100%	100%

Total Value of Commodities Distributed (computed at San Francisco Fair Market Values)

\$1,180,908.92

Distribution to Welfare & Indians = Represents 93.2952% of Total Distribution by Value.

\$1,101,731.18

Further accounted for as follows:

Indians on Reservations - Represents 89.43% of Distribution to Welfare & Indians

\$985,278.19

All other Welfare persons - Represents 10.57% of Distribution to Welfare & Indians

116,452.99

\$1,101,731.18

Distribution to Institutions = Represents 6.6125% of Total Distribution by Value

78,087.94

Further Accounted for as follows:

State owned Institutions = Represents 83.8% of Distribution to Institutions.

65,437.69

All other Institutions = Represents 16.2% of Distribution to Institutions.

12,650.25

78,087.94

Distribution to Summer Camps: Represents .0923% of Total Distribution by Value

1,089.80

1,180,908.92

Total Distributed

Total Persons Served:

Welfare & Indians:

Indians on Reservations - - 89.43% =

All other Welfare - - 10.57% =

Total Welfare persons served

Institutions - Eligible persons, based on fluctuating average

212,875

25,160

238,035

54,000

Summer Camps:

Number of camps - - 65

Number of Children served

Number of meals served

Total persons

15,720

307,755

Cost of administering Program

Salaries:

Supervisor - full time (includes Field Examinations)
 Assistant - 1/2 time
 Clerk-Typist - 1/4 time
 Warehouseman - supplemental
 Total Salaries

\$6,600.00
 2,800.00
 562.50
1,200.00

\$11,162.50

Travel

1,921.38

Other Costs:

Industrial Accident Insurance
 P.E.R.S.
 Social Security
 Telephone & Telegraph
 Apportioned Office Expense
 Capital Outlay
 Total other Costs

47.90
 368.37
 288.07
 162.20
 108.70
25.00

1,000.24

Total Costs

\$14,084.12 *

* Represents 1.19% of Value of Commodities Distributed.

